


<b>DEPARTMENT OF DEFENSE</b> <b>CONTRACT SECURITY CLASSIFICATION SPECIFICATION</b> <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				<b>1. CLEARANCE AND SAFEGUARDING</b> a. FACILITY CLEARANCE REQUIRED <div style="text-align: center;"><b>SECRET</b></div> b. LEVEL OF SAFEGUARDING REQUIRED <div style="text-align: center;"><b>NONE</b></div>																																																																																					
<b>2. THIS SPECIFICATION IS FOR:</b> <i>(X and complete as applicable)</i>			<b>3. THIS SPECIFICATION IS:</b> <i>(X and complete as applicable)</i>																																																																																						
a. PRIME CONTRACT NUMBER		X		a. ORIGINAL <i>(Complete date in all cases)</i> DATE (YYYYMMDD) 20170106																																																																																					
b. SUBCONTRACT NUMBER		b. REVISED <i>(Supersedes all previous specs)</i>		REVISION NO. DATE (YYYYMMDD)																																																																																					
X c. SOLICITATION OR OTHER NUMBER FA822417R0040		DUE DATE (YYYYMMDD) 20170408		c. FINAL <i>(Complete Item 5 in all cases)</i> DATE (YYYYMMDD)																																																																																					
<b>4. IS THIS A FOLLOW-ON CONTRACT?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under _____ <i>(Preceding Contract Number)</i> is transferred to this follow-on contract.																																																																																									
<b>5. IS THIS A FINAL DD FORM 254?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: In response to the contractor's request dated _____, retention of the classified material is authorized for the period of _____.																																																																																									
<b>6. CONTRACTOR</b> <i>(Include Commercial and Government Entity (CAGE) Code)</i>																																																																																									
a. NAME, ADDRESS, AND ZIP CODE Total Quality Systems, Inc 4066 s. 1900 W. STE A Roy, Utah 84067-4100		b. CAGE CODE 020U3		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> DSS Phoenix Field Office (IOFWX) 10851 N Black Canyon Hwy, Ste. 860, Phoenix, AZ 85029																																																																																					
<b>7. SUBCONTRACTOR</b>																																																																																									
a. NAME, ADDRESS, AND ZIP CODE None		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> None																																																																																					
<b>8. ACTUAL PERFORMANCE</b>																																																																																									
a. LOCATION IFDIS 1 and 2 7274 Wardleigh Rd Bldg 5, Bay P, HAFB, Ut 84056  IFDIS 3 7278 4th St Bldg 100, Bay C, HAFB, Ut 84056		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> 75 ABW/IPD 7981 Georgia Street (Bldg 1102) Hill Air Force Base, UT 84056																																																																																					
<b>9. GENERAL IDENTIFICATION OF THIS PROCUREMENT</b> This requirement is to provide scheduled and on-call maintenance, and technical telephone/email support for three (3) Intermittent Fault Detection and Isolation Systems (IFDISs) located at Hill Air Force Base.																																																																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 40%;">10. CONTRACTOR WILL REQUIRE ACCESS TO:</th> <th style="width: 5%;">YES</th> <th style="width: 5%;">NO</th> <th style="width: 40%;">11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:</th> <th style="width: 5%;">YES</th> <th style="width: 5%;">NO</th> </tr> <tr> <td>a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION</td> <td></td> <td>X</td> <td>a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY</td> <td>X</td> <td></td> </tr> <tr> <td>b. RESTRICTED DATA</td> <td></td> <td>X</td> <td>b. RECEIVE CLASSIFIED DOCUMENTS ONLY</td> <td></td> <td>X</td> </tr> <tr> <td>c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION</td> <td></td> <td>X</td> <td>c. RECEIVE AND GENERATE CLASSIFIED MATERIAL</td> <td></td> <td>X</td> </tr> <tr> <td>d. FORMERLY RESTRICTED DATA</td> <td></td> <td>X</td> <td>d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE</td> <td></td> <td>X</td> </tr> <tr> <td>e. INTELLIGENCE INFORMATION</td> <td></td> <td></td> <td>e. PERFORM SERVICES ONLY</td> <td>X</td> <td></td> </tr> <tr> <td>(1) Sensitive Compartmented Information (SCI)</td> <td></td> <td>X</td> <td>f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES</td> <td></td> <td>X</td> </tr> <tr> <td>(2) Non-SCI</td> <td></td> <td>X</td> <td>g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER</td> <td></td> <td>X</td> </tr> <tr> <td>f. SPECIAL ACCESS INFORMATION</td> <td></td> <td>X</td> <td>h. REQUIRE A COMSEC ACCOUNT</td> <td></td> <td>X</td> </tr> <tr> <td>g. NATO INFORMATION</td> <td></td> <td>X</td> <td>i. HAVE TEMPEST REQUIREMENTS</td> <td></td> <td>X</td> </tr> <tr> <td>h. FOREIGN GOVERNMENT INFORMATION</td> <td></td> <td>X</td> <td>j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS</td> <td>X</td> <td></td> </tr> <tr> <td>i. LIMITED DISSEMINATION INFORMATION</td> <td></td> <td>X</td> <td>k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE</td> <td></td> <td>X</td> </tr> <tr> <td>j. FOR OFFICIAL USE ONLY INFORMATION</td> <td>X</td> <td></td> <td>l. OTHER <i>(Specify)</i></td> <td></td> <td>X</td> </tr> <tr> <td>k. OTHER <i>(Specify)</i></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </table>						10. CONTRACTOR WILL REQUIRE ACCESS TO:	YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	YES	NO	a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		X	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	X		b. RESTRICTED DATA		X	b. RECEIVE CLASSIFIED DOCUMENTS ONLY		X	c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		X	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		X	d. FORMERLY RESTRICTED DATA		X	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		X	e. INTELLIGENCE INFORMATION			e. PERFORM SERVICES ONLY	X		(1) Sensitive Compartmented Information (SCI)		X	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES		X	(2) Non-SCI		X	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		X	f. SPECIAL ACCESS INFORMATION		X	h. REQUIRE A COMSEC ACCOUNT		X	g. NATO INFORMATION		X	i. HAVE TEMPEST REQUIREMENTS		X	h. FOREIGN GOVERNMENT INFORMATION		X	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	X		i. LIMITED DISSEMINATION INFORMATION		X	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		X	j. FOR OFFICIAL USE ONLY INFORMATION	X		l. OTHER <i>(Specify)</i>		X	k. OTHER <i>(Specify)</i>		X			
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<b>12. PUBLIC RELEASE.</b> Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release <input type="checkbox"/> Direct <input checked="" type="checkbox"/> Through (Specify)		
Information requiring AF or DoD-level review will be forwarded to 75 ABW Public Affairs Office, 7981 Georgia Street, Hill AFB, UT 84056, for distribution through the MAJCOM/DRU Public Affairs Office to the Secretary of the Air Force, Office of Public Affairs, Security and Review Division (SAF/PAX), 1690 Air Force Pentagon, Washington DC 20330-1690.		
to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review. *In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.		
<b>13. SECURITY GUIDANCE.</b> The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)		
Ref.10.j. "FOUO information provided under this contract shall be safeguarded as specified in DOD Manual 5200.01, Volume 4, DOD Information Security Program: Controlled Unclassified Information (CUI)".		
Ref.11.a. Contract performance is restricted to HILL AFB. The Government activity will provide security classification guidance for performance of this contract.		
Ref.11.e. Contract is for the on-call repair and technical service equipment maintenance services on equipment which processes classified information. Actual knowledge of, generation, or production of classified information is not required for performance of this contract. Cleared personnel are required to perform this service because access to classified information cannot be precluded by escorting personnel.		
Ref.11.j. The contractor must comply with the U.S. Government, DoD, Air Force, AFMC, HILL AFB, and 309 EMXG Operation Security (OPSEC) Programs. The contractor must comply with any additional OPSEC requirements referenced.		
Ref. 11.l: The contractor will provide the SSA, 75 ABW/IPD, with all information required by the Air Force Federal Acquisition Regulation Supplement (AFFARS) 5352.204-9000, Notification of Government Security Activity and Visitor Group Security Agreements clause at least 30 days prior to beginning operations on Hill AFB.		
Item 13.a. Program Manager - Zachary Pearson, 523 EMXS, 7274 Wardleigh Rd, Hill AFB, UT 84056 DSN 777-1774		
Item 13.b. Security Classification Guidance Review, 6 Jan 2022.		
Item 14: Ref 11.j. OPSEC requirements are referenced in the applicable OPSEC DD Form 254 addendum.		
THIS DD FORM 254 HAS BEEN REVIEWED AND COORDINATED BY THOSE LISTED ON THE ATTACHED COORDINATION SHEET.		
<b>14. ADDITIONAL SECURITY REQUIREMENTS.</b> Requirements, in addition to ISM requirements, are established for this contract. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)		
Ref 11.j. OPSEC requirements are referenced in the applicable OPSEC DD Form 254 addendum. All contractor employees who do not have a personnel security clearance must be eligible for a security clearance in areas that require a secret clearance for access. See attached "DD254 Continuation_Addendum OPSEC_IFDIS" for additional security requirements.		
<b>15. INSPECTIONS.</b> Elements of this contract are outside the inspection responsibility of the cognizant security office. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)		
The Defense Security Services (DSS) is relieved of all industrial security review responsibilities for contractor performance on the government installation identified in Item 8.a. The SSA, identified in Item 8.c has exclusive oversight responsibilities while operating on an Air Force Installation.		
<b>16. CERTIFICATION AND SIGNATURE.</b> Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.		
a. TYPED NAME OF CERTIFYING OFFICIAL Hideo Mera	b. TITLE Contracting Officer	c. TELEPHONE (Include Area Code) 801-777-4626
d. ADDRESS (Include Zip Code) 6038 Aspen Ave Bldg 1289 Hill AFB, UT 84056	<b>17. REQUIRED DISTRIBUTION</b>	
e. SIGNATURE 	<input checked="" type="checkbox"/> a. CONTRACTOR	
	<input type="checkbox"/> b. SUBCONTRACTOR	
	<input checked="" type="checkbox"/> c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR	
	<input type="checkbox"/> d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION	
	<input checked="" type="checkbox"/> e. ADMINISTRATIVE CONTRACTING OFFICER	
	<input checked="" type="checkbox"/> f. OTHERS AS NECESSARY See "Item 17.f Cont" in attachment	

#### **Item 14 Cont**

Ref 11.1. The contractor will provide the SSA, 75 ABW/IPD, with all the information required by the Air Force Federal Acquisition Regulation Supplement (AFFARS) 5352.204-9000, Notification of Government Security Activity and Visitor Group Security Agreements clause at least 30 days prior to beginning operations on Hill AFB. Contractors will not begin operations on Hill AFB until a Visitor Group Security Agreement has been signed. Refer to AFFARS 5352.204-9000 attachment for this clause.

#### **Item 17.f Cont**

Ref 17.f: A signed copy of the DD FM 254 must be distributed to 75 ABW/IPD, 7981 Georgia Street (Bldg 1102) Hill AFB, UT 84056 (steven.nutt.2@comcast.net)

**AFFARS 5352.204-9000, NOTIFICATION OF GOVERNMENT SECURITY ACTIVITY AND VISITOR  
GROUP SECURITY AGREEMENTS (APR 2003) ADDENDUM**

FA822417R0040

1. This contract contains a [DD Form 254](#), DOD Contract Security Classification Specification, and requires performance at a government location in the U.S. or overseas. Prior to beginning operations involving classified information on an installation identified on the DD Form 254, the contractor shall take the following actions:

a. At least 30 days prior to beginning operations, notify the Cognizant Security Office/s (IP Office/s) shown in block 8.c and Program Manager shown in block 13 of the DD Form 254 as to:

(1) The name, address, and telephone number of this contract company's representative and designated alternate in the U.S. or overseas area, as appropriate;

(2) The contract number;

(3) The highest classification category of defense information to which contractor employees will have access;

(4) The Air Force installations in the U.S. (in overseas areas, identify only the APO number(s)) where the contract work will be performed;

(5) The date contractor operations will begin on base in the U.S. or in the overseas area;

(6) The estimated completion date of operations on base in the U.S. or in the overseas area; and,

(7) Any changes to information previously provided under this clause.

This requirement is in addition to visit request procedures contained in DOD 5220.22-M, National Industrial Security Program Operating Manual.

b. Prior to beginning operations involving classified information on an installation identified on the DD Form 254 where the contractor is not required to have a cleared facility, the contractor shall enter into a Visitor Group Security Agreement (or understanding) with the installation commander to ensure that the contractor's security procedures are properly integrated with those of the installation. As a minimum, the agreement shall identify the security actions that will be performed:

(1) By the installation for the contractor, such as providing storage and classified reproduction facilities, guard services, security forms, security inspections under DOD 5220.22-M, classified mail services, security badges, visitor control, and investigating security incidents; and

(2) Jointly by the contractor and the installation, such as packaging and addressing classified transmittals, security checks, internal security controls, and implementing emergency procedures to protect classified material.

## **Operations Security (OPSEC)**

### **DD Form 254 Addendum**

#### **OPSEC**

All contractors, subcontractors their employees, associates, and consultants who have access to critical information must comply with the Air Force-sponsored Operations Security (OPSEC) Program.

OPSEC is a systematic means of identifying and protecting information which an adversary could use to their advantage or to use disadvantage. Critical Information (CI) is generally unclassified but sensitive information which has been identified by the OPSEC Program as requiring protection. OPSEC Measures (OM) are control standards with which all personnel must comply in order to protect critical information.

#### **Responsibilities:**

The 309th Electronics Maintenance Group (309 EMXG) must provide / approve OPSEC training curriculum for use by the contractor. Training must provide listings of critical information that must be protected by all personnel, listings of OPSEC measures which must be used by all personnel to protect critical information, and current foreign intelligence and industrial espionage threats. The contract must ensure all personnel working on the contract or having access to critical information attend initial and annually recurring refresher training and that the approved curriculum is presented. Training must be provided before personnel are allowed access to critical information. All personnel must comply with OPSEC standards and practices as trained. Additional training may be required based on updates to critical information, OPSEC measures, intelligence threat, or other fundamental changes to the OPSEC program.

The contractor must track OPSEC training statistics to include the personnel working on the contract, when each individual received the required OPSEC training, and when refresher training is due. Training statistics must be forwarded to 309 EMXG's OPSEC's Program Manager / Coordinator at the end of each calendar quarter and upon request.

Prior to seeking approval through Hill AFB Public Affairs, any information to be released outside of official US Government channels, via any media must be approved through an OPSEC review by 309 EMXG's OPSEC Program Manager / Coordinator. All personnel must promptly report OPSEC related incidents, issues and concerns to 309 EMXG's OPSEC Program Manager / Coordinator, Michelle Broderick at 801-586.4480

Prime Contract or Solicitation #: FA822417R0040

DD FORM 254 COORDINATION SHEET FOR IFDIS

Solicitation # FA822417R0040

Item 13:

THIS DD FORM 254 HAS BEEN REVIEWED AND COORDINATED BY:

1/5/2017

**X** Jeannie Cwalinski

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Jeannie Cwalinski

AMSS

Signed by: C WALINSKI.JEANNIE.1231513058

1/5/2017

**X** Michelle Broderick

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EMXG Security Manager

Signed by: BRODERICK.MICHELLE.S.1231512060

1/6/2017

**X** Steven G. Nutt

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Steven G. Nutt

75 ABW Industrial Security Program Manager

Signed by: NUTT.STEVEN.G.1120109525